

## MWCCS Co-author Approval Process Quick-Glance

### 1. Co-authors Assigned

- After the CS is approved, all participating CCS sites have a co-author assigned who must be included in papers for the CS. Note that an additional investigator on the concept sheet from a given site will serve as that site's representative.
- A list of assigned co-authors can be accessed in DACCTrack in your Investigator View.

### 2. Initial Review: Send Co-authors Manuscript Draft

- The lead author must give co-authors at least 2 weeks (10 business days) to review a manuscript and provide suggestions.
- If all authors give written approval of this draft, proceed to Step 4. Otherwise, follow Step 3.

### 3. Revised Review: Revised Manuscript Circulated

- The lead author must consider co-author comments. Any *substantive* comments that are not incorporated generally require justification to the co-author. (It is the lead author's prerogative whether to include minor & stylistic comments).
- The revised draft should be re-circulated, giving another 2 weeks for review. The lead author should request written approval for the paper's submission from all CCS co-authors.
- If co-authors do not respond, follow the CCS Publications Policy for reminders and possible removal.

### 4. Submission of Manuscript for EC Review

- Once the lead author has obtained written approval from all co-authors, the manuscript can be submitted for EC approval, with review taking 6 business days.
- The manuscript must include all assigned co-authors and the correct MWCCS Acknowledgements, otherwise it will be returned for revision

Check that your paper includes the correct [MWCCS Acknowledgements](#):

Use person first language:

- avoid stigmatizing terms such as HIV-infected
- suggested terms for HIV+: people with HIV (PWH) or people living with HIV (PLHIV)
- suggested terms for HIV-: people without HIV (PWOH) or socio-demographically matched people without HIV

Full [Publication Policy](#)